

June 15, 2016

Rhode Island Commerce Corporation

REQUEST FOR PROPOSAL

for:

Mail and Fulfillment Services

The Rhode Island Commerce Corporation ("the Corporation") is soliciting Request for Proposals from firm or firms qualified to provide domestic and international fulfillment, warehousing and data management services for the official Rhode Island State Travel Guide.

ADDENDUM NO. 001

Questions & Answers

Question #1: We are located in Danbury, CT. It doesn't appear as a non Rhode Island entity we would be precluded from bidding?

Answer #1: Correct. You are welcome to bid.

Question #2: In reading Notifications, if we received a Certificate of Authority, can we then bid?

Answer #2: The Certificate of Authority is a requirement only of the successful contractor.

Question #3: Also, probably more importantly, we are a privately held company...Would this preclude us...relative to RIGL 28-5.1-1?

Answer #3: No.

Question #4: Can you provide the name and location of the current vendor?

Answer #4: The Allied Group, 25 Amflex Drive, Cranston, RI 02921

Question #5: Can you provide the results of the previous bid tabulation?

Answer #5: We cannot disclose that information.

Question #6: Can you provide the total amount spent for these services during the past 12 months (excluding postage)?

Answer #6: \$13,472.80

Question #7: Can you provide breakdown of the mailing and bulk shipments from the past 12 months?

Answer #7: There were 34 separate mailings totaling 9,900 travel guides. Bulk mailings totaled, on average, 84 cartons per month.

Question #8: Can you confirm that the contract may be for a maximum of 3 years? (1 year plus two option years.)?

Answer #8: Yes. The RFP states that this contract will be for a period of twelve months. The Corporation may extend the term of the contract for an additional one year. The total duration of the contract, including any extension shall not exceed three (3) years

Question #9: What packaging is currently used for the mailings, if any?

Answer #9: It is a self-mailer.

Question #10: What are the printing specifications for the Rhode Island State Travel Guide? (pages, paper type, trim size)

Answer #10: The guide is 88 pages plus cover, weighs 6 oz. and measures 8 x 10.5. A sample guide will be provided to contractor.

Question #11: How do you procure the printing portion of the Travel Guide?

Answer #11: Printing is not part of this contract.

***End of Addendum ***